

**BEXAR COUNTY SHERIFF'S OFFICE ALARM PERMIT APPLICATION** (For Single Alarm System)

**Permit Fee:** **\$25.00** per Residential System  
**\$35.00** per Commercial System  
**No Fee** for Government Agencies

List any known hazards deputies or firefighters may encounter at alarm site, such as explosives, dangerous chemicals, razor/barbed wire. ----- ----- ----- -----
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**Mail to:** Bexar County Sheriff's Office  
 Sea World Substation Alarm Unit  
 11611 Military Drive West  
 San Antonio, Texas 78251-3505

**Phone:** (210) 647-3411      **Fax:** (210) 647-7471      **TTY:** (210) 335-6000

<b>Permit Number</b>	PLEASE READ INSTRUCTIONS ON REVERSE BEFORE FILLING OUT APPLICATION then complete and send to the address above. <b>Please print clearly or type.</b> 1. Applicant-the Bexar County Sheriff's Office must have the name, driver's license, home address and telephone number of the <b>person</b> who will be responsible for the alarm system. <b>Driver's License number is for identifying Permit Holder Applicants with similar names. A COMPANY NAME IS NOT ACCEPTABLE!</b> 2. Signature of the Permit Holder Applicant must be the signature of the person listed as Permit Holder. 3. Please include all ZIP plus four codes and telephone area codes. 4. Applicant <b>MUST</b> include a check or money order payable to the Bexar County Sheriff's Office Alarm Unit.			
	Type of Alarm <input type="checkbox"/> Burglary <input type="checkbox"/> Robbery <input type="checkbox"/> Fire <input type="checkbox"/> Medical/Distress			
<b>Issued By</b>	Type of location where system is used (check only one) <input type="checkbox"/> Residential ( <b>\$25.00</b> ) <input type="checkbox"/> Commercial ( <b>\$35.00</b> ) <input type="checkbox"/> Governmental ( <b>No Fee</b> ) (Submit 501c3 Letter)			
	Alarm Company Name		Company Name (if Commercial)      Office Name (if Governmental)	
	Permit Holder's name (Last, First, Middle Initial)		Job Title (If Commercial)	
	Driver's License (State and Number)	Day Phone Number	Cellular Phone	Night Phone Number
<b>Expiration Date</b>	Home Address (include apt., bldg. or unit number)		City, State, ZIP + 4	
	Address where alarm will be located (include apt., bldg. or unit number)		City, State, ZIP + 4	
	Address where permit is to be mailed		City, State, ZIP + 4	
<b>Date Issued</b>	Permit Type: (check only one) <input type="checkbox"/> New Permit <input type="checkbox"/> Renewal <input type="checkbox"/> Information Change (No Change)			
	Permit Number if Renewal or Information Change: _____ Old Alarm Location: _____			
	Is alarm location in a gated community? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Gate Code:</b> _____			
	Names and phone numbers of two persons BCSO can contact in an emergency, if we are unable to contact the Permit Holder. <b>(This information is essential)</b>			
	Name	Day Phone Number	Cellular Phone	Night Phone Number
Name	Day Phone Number	Cellular Phone	Night Phone Number	
<b>FOR OFFICIAL USE ONLY</b>	Submit a separate application and fee for each alarm system. Permit is valid for one year from date issued.			
	I have carefully read the complete application and know it to be true and correct. I accept responsibility for the payment of all fees and fines that may result from the operation of the alarm system described above. Alarm permit must be kept at alarm site.			
	_____ Signature of Applicant/Permit Holder ( <b>Required</b> )			_____ Date

## CONFIDENTIALITY

"The Bexar County Sheriff's Office shall protect all information on an application as confidential information."

### INSTRUCTIONS FOR COMPLETING APPLICATION

**Please print clearly or type.**

The permit holder must be an individual. Company names are not allowed.

Please include apartment numbers, complete zip codes (zip plus four), and telephone area codes.

Driver's license number is for identifying Permit Holder Applicants with similar names.

Two additional contact persons are required in the event the permit holder cannot be contacted.

PERMIT FEES AND SERVICE FEES EFFECTIVE NOVEMBER 1, 2004

#### PERMIT FEES

<b>TYPE OF PERMIT</b>	<b>NEW</b>	<b>RENEWAL</b>
RESIDENTIAL	\$25.00	\$15.00
COMMERCIAL	\$35.00	\$25.00
GOVERNMENT	NO FEE	NO FEE (You must submit 501c3, Tax Exempt Letter)
GATED DEVELOPMENT	\$50.00	NO FEE ( <b>This pertains to gate operators only and not to residence</b> )

All permits are valid for one (1) year from the date of issue. Renewal notices are mailed to permit holders 30 days prior to the permit expiration date.

#### FALSE ALARM FEES

Commissioners Court Order, establishes the following fees for false alarms.

Fees must be paid before a permit can be issued/ renewed.

NO PERMIT:	Citation
FALSE ALARMS:	Each alarm user is allowed five false Burglary, Panic/Robbery or false Fire alarms during the 12 month permit cycle. Service fees for excessive false alarms will be assessed at \$75.00. You may access data concerning your alarm permit (expired date and number of false alarms) at our web site.

#### ADDITIONAL INFORMATION

Failure to have a valid alarm permit can result in fines from \$50.00-\$500.00 plus Court Cost for each false alarm.

Alarm sites with local alarm systems (non-monitored) are required to have a valid alarm system permit.

It is the responsibility of the permit holder to provide the permit number to their alarm and/or monitoring company.

If you have any questions, please call the Bexar County Sheriff's Office, False Alarm Unit at (210) 647-3411. Business hours are from 8:00am – 4:00pm, Monday through Friday. We are closed on official holidays.

#### **Mailing Address**

Bexar County Sheriff's Office  
Alarm Unit  
SeaWorld Substation  
11611 Military Drive West  
San Antonio, Texas 78251-3505

#### **Other Information**

Phone: (210) 647-3411  
Fax: (210) 647-7471  
TTY: (210) 335-6000  
Website: <http://www.bexar.tx.us/bcsheriff/default.htm>